

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Application Date Department of Transportation Application Number #2 Capitol Square August 22, 1986 Office of Maintenance Application Number Date Received Date Completed Atlanta, Georgia 30334 JAN 30 1987 SEP 8 1986 2. Person to Contact **Working Title** Telephone Number Emery S. Horvath T.E. 656-5314 3. Action Requested 8. M Establish Retention Schedule: record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c.

Amend Application No. . Check One:
Change;
Supercede;
Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest Maintenance Management System Microfiche Copies 1974 To date 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? DIVISION OF OPERATIONS: Provides staff support to the Department in the areas of Maintenance, Traffic Engineering and Safety, Utilities, Permits and Enforcement, Equipment Management and Field District supervision. OFFICE OF MAINTENANCE: Has responsibility for roadway and bridge maintenance bridge inspection, asphalt plant operations, Sign Shop, Centerline Shop, Emergency Operations Center, maintenance budget and Maintenance Management System. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Maintenance Management System Included are: Microfiche copies of reports, MM-902, MM-906, MM-907, MM-908 and Annual Performance Budget. File is arranged: By report number by date. 8. Monthly Reference Rate How often are records referred to which are: _; Seven to twelve months old ____; Thirteen to twenty-four months old ____ One to six months old ____ 0 twenty-five months and older_ ___? 9. Annual Rate of Accumulation of Records ;Other (specify) 1/8 Cu. Ft. Letter-size drawers ; Shelves __ _; Legal-size drawers . AR-50-71; Rev. 76 .

(If disapproved, attach letter of explanation.) Secretary of State/Designee WardWeld Attorney General/Designee		I IT ITOT, Where I	S IT!				
X C. Is this a vital record?		b. Does the series	s contain confic	dential information	n requiring security handling? If yes, cite law or regul	lation.	
e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? X		c. Is this a vital re	ecord?				
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X							
State information contained in this series ever analyzed and/or recorded in a summarized report?							
X Styss, stack cory. A Is there a duplication of this series in your office, or in another office or agency? If yes, where? X Is this series for a major portion of it! resultative microfilined? X Is this series for a major portion of it! resultative microfilined? X Is this series for a major portion of it! resultative microfilined? X Is this series for a major portion of it! resultative microfilined? X Is this series for a major portion of it! resultative microfilined? X Is this series for a major portion of it! resultative microfilined? X Is this series for a major portion of it! resultative microfilined? X Is this series for a major portion of it! resultative microfilined? X Is the series of it! resultative microfilined? X X X X X X X X X	├ ─ │ <u>^</u>						
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11. Retention Requirements The following requires the series to be kept: 20 years. 20 Additionary Comparison State Law years. 20 years. 21. Attach copy or excerpt of laws or regulations. Explain administrative need. 22. years. 23. Attach copy or excerpt of laws or regulations. Explain administrative need. 24. Explain administrative need. 25. Attach copy or excerpt of laws or regulations. Explain administrative need. 26. Long term cost comparison and research/special study value. 17. Aboroved Disposition Instructions This agency recommends that the file series be cut off at the end of each: Calendar Year; (\$\frac{1}{2}\$ Fiscal Year; (X	X i. Does the record series result in a computer printout? Copy distributed to District - One					
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